



INSTRUCTIONS FOR COMPLETING THE 2008 LARGE & SMALL GENERATORS ANNUAL HAZARDOUS WASTE REPORT FORM

**IMPORTANT: READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE
ANNUAL HAZARDOUS WASTE REPORT FORM FOR 2008**



GENERAL INSTRUCTIONS

Who Must File

You are required to file the 2008 Hazardous Waste Report if this site meets **ANY** of the following criteria:

- The site generated more than 100 kg (220 lbs.) of hazardous waste, in *any* single calendar month; **OR**
- The site *never* generated more than 100 kg (220 lbs.) in any month, but accumulated more than 1000 kg (2200 lbs.) of hazardous waste at any time during the year; **OR**
- The site generated in any calendar month, or accumulated at any time, 1 kg (2.2 lbs.) or more of *acute* hazardous waste; **OR**
- The site generated or accumulated at any time more than 100 kg (220 lbs.) of spill cleanup materials contaminated with acute hazardous waste.

NOTE: If you do not meet the above criteria during 2008, you are not required to submit the entire report form, however, please complete Parts 1 and 3 of the report and return to:

**Waste & Underground Storage Tank Management Bureau
Hazardous Waste Program
P.O. Box 200901
Helena, MT 59620-0901**

To obtain assistance in filling out the report forms, please contact Iver Johnson at (406) 444-5852, or Robert Reinke at (406) 444-1435.

When and Where to File

The annual report, which covers hazardous waste activities for calendar year 2008, must be submitted to: Waste & Underground Storage Tank Management Bureau, Hazardous Waste Program, no later than **MARCH 1, 2009**. **You may be subject to enforcement action if you do not file by that date.**

What Must Be Reported

Administrative Rules of Montana (ARM) - ARM 17.53.603 requires any hazardous waste generated during calendar year 2008 (that was required to be accompanied by a completed Uniform Hazardous Waste Manifest, or equivalent documentation) be reported in the 2008 report. Additionally, any generator who treats, stores, or disposes of hazardous waste **on-site** must submit an annual report covering those wastes.



Only wastes or portions of waste shipments that are regulated as either **characteristic** or **listed** hazardous wastes must be reported. The characteristic and listed wastes are identified in **Subparts C & D of 40 CFR Part 261**. They may be accessed at either of these websites:

U.S. EPA Laws & Regulations, Chapter I - Environmental Protection Agency, Subchapter I – Solid Waste, Parts 260-265.
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?sid=3abddde2bd9a953737a98f196b8bec532&c=ecfr&tpl=/ecfrbrowse/Title40/40cfrv25_02.tpl

Or you may do a browse and search from the GPO Access Site - Code of Federal Regulations: Retrieve by CFR Citation
<http://www.gpoaccess.gov/cfr/retrieve.html>

Subpart C: **(DXXX)** § 261.24 Toxicity Characteristic.

Subpart D **(FXXX)** § 261.31 Hazardous wastes from non-specific sources.

Subpart D: **(KXXX)** § 261.32 Hazardous wastes from specific sources.

Subpart D: **(PXXX)** and **(UXXX)** § 261.33 Discarded commercial chemical products, off-specification species, container residues, and spill residues thereof.

You need **not** report any wastes that are not regulated as hazardous under the Montana hazardous waste regulations, **even if manifested** (e.g., PCBs, asbestos, etc.)

PART ONE – Generator Status

I. GENERATOR STATUS DURING 2008

Please check the box of the **ONE** code that best describes your generation status during the calendar year 2008 as follows:

NOTE: Even if the site was a large or small generator only one month in 2008, the site is considered a large or small generator for the 2008 reporting year.

LARGE GENERATOR - If **ANY** of the following criteria was met during 2008 then the site was a Large Quantity Generator (LQG) for the 2008 reporting year:

- The site generated more than 1000 kg (2200 lbs.) of hazardous waste in any single calendar month; **OR**
- The site generated in any calendar month, or accumulated at any time, 1 kg (2.2 lbs.) or more of acute hazardous waste; **OR**
- The site generated or accumulated at any time more than 100 kg (220 lbs.) of spill cleanup materials contaminated with acute hazardous waste.

SMALL GENERATOR - If **ANY** of the following criteria was met during 2008, then the site was a Small Quantity Generator (SQG) for the 2008 reporting year:

- The site generated more than 100 kg (220 lbs.), but no more than 1000 kg (2200 lbs.) of hazardous waste, in *any* single calendar month; **OR**
- The site *never* generated more than 100 kg (220 lbs.) in any month, but *accumulated* more than 1000 kg (2200 lbs.) of hazardous waste at any time during the year.

CONDITIONALLY EXEMPT GENERATOR - A site is a conditionally exempt generator if, within **EACH** calendar month:

- The site generated no more than 100 kg. (220 lbs.) of hazardous waste, **or** no more than 1 kg. (2.2 lbs.) of acute hazardous waste, **or** no more than 100 kg. (220 lbs.) of material from the cleanup of a spillage of acutely hazardous wastes; **OR**
- The site accumulated no more than 1,000 kg. (2200 lbs.) of hazardous waste, **or** no more than 1 kg. (2.2 lbs.) of acute hazardous waste, **or** no more than 100 kg. (220 lbs.) of material from the cleanup of a spillage of acutely hazardous wastes.

NON-HANDLER - Did not generate hazardous waste in any quantity during 2008.

OUT OF BUSINESS - Did not generate hazardous waste in any quantity during 2008, **because** the establishment ceased doing business **prior to January 1, 2008**.

ONE TIME GENERATOR - The site was a one time generator of hazardous waste. Example: Spill Cleanup.

II. EPA ID NUMBER / STATE CONTACT PERSON

Verify your business' 12-character U.S. EPA identification (EPA ID) number.

Initials of State Contact Person: To obtain assistance in filling out the report forms, please contact your state representative.

INITIALS		NAME	TELEPHONE
ILJ	=	Iver L. Johnson	(406) 444-5852
RDR	=	Robert D. Reinke	(406) 444-1435

III. GENERATOR NAME

Verify the name of your business.

IV. SITE LOCATION ADDRESS

Verify the complete location address of your business. **Do not use a P.O. Box or mailing address.**

V. MAILING ADDRESS

Verify the current mailing address of your business.

VI. CONTACT INFORMATION

Verify the names (last and first) and telephone number of the person who may be contacted regarding information contained in this report. Write in the job title for this person. It is assumed that the site contact person will receive mail at the site mailing address provided in Part I, Section V.

VII. OWNER & LEGAL BUSINESS NAME

Verify the legal owner. The legal owner is the individual, company or business name that owns the generator site.

Verify the Legal Business Name.



PART TWO – Waste Identification

SECTIONS 1 thru 12:

A separate line entry is required for each different waste or waste mixture that was shipped to a facility identified in Column F of Part Two.

NOTE: Continuation of Part Two is on the next page of the report form.

A single copy of the continuation page is included. Photocopy as many forms as you need to complete your Hazardous Waste Report and submit the completed continuation as an attachment to the original report form.

Additional Montana 2008 Instructions and Large & Small Quantity Generators Annual Hazardous Waste Forms can be located on our Notification and Reporting Forms Web Page at:

<http://www.deq.mt.gov/hazwaste/hazforms.asp>

Column A - Description of Waste

Supply the name or description of the waste. Typically, that information is obtained from the hazardous waste shipping documents. Alternatively, it may be obtained from Subparts C & D of 40 CFR Part 261.

Column B - EPA Hazardous Waste Codes

The EPA hazardous waste code is a four-unit code made up of a single alphabetic prefix (D, F, K, P, U) followed by a three-digit number. That number may be found on hazardous waste shipping documents or in Subparts C & D of 40 CFR Part 261.

Column C - Amount of Waste Generated

Enter the total amount of waste or waste mixture generated, as described in Column A on this line.

*If waste streams are the same enter the **total** quantity of hazardous waste generated for 2008 on one line.*

Column D - Unit of Measure/Density

Enter the unit of measure code for the quantity of waste described on the line. Units of measure, which must be used in this report and appropriate codes, are:

UNIT OF MEASURE	CODE
Pounds	P
Tons (2,000 lbs)	T
*Gallons	G

NOTE: * If this code is used, you must provide the density (rounded off to the nearest tenth) of each waste by line number. Include the density or Specific Gravity.

Column E - Amount Shipped Off-Site

Enter the total quantity of wastes shipped to each receiving facility (identified in Column F) during 2008. Report in the same unit of measure in Column D. (These shipment quantities should equal the total quantity recorded on the hazardous waste shipping documents).

*If waste streams are the same enter the **total** quantity of hazardous waste generated for 2008 on one line.*

Column F – Transporter and Receiving Facility

Enter the EPA ID number and the name of the transporter of the waste sent to each receiving facility in the box above the name of the receiving facility.

Enter the EPA ID number and the name of the facility receiving the waste described in each line in the lower box.

Comments section on continuation page:

This space may be used to explain, clarify, or continue any entry. If used, enter a cross-reference to the appropriate section number. If additional space is required, you may submit them on a separate sheet of paper. If a separate sheet is used, place the business' name and EPA ID number at the top of the page.

PART THREE – Certification

The generator or his authorized representative **MUST** sign and date the certification where indicated. The printed or typed name and title of the person signing the report must also be included where indicated.



**REMEMBER TO SIGN
THE CERTIFICATION STATEMENT
(PART THREE)**

Additional information on hazardous waste may be accessed online at:

<http://deq.mt.gov/HazWaste/index.asp>

